

CLERK'S OFFICE

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January 7, 2005

GRAND LEDGE PUBLIC SCHOOLS
CANDIDATES FOR SCHOOL BOARD POSITION

ENCLOSED IN THIS PACKET IS THE FOLLOWING INFORMATION IN REGARDS TO FILING FOR A POSITION WITH THE GRAND LEDGE SCHOOL BOARD IN 2005:

- ☐ AFFIDAVIT OF IDENTITY AND RECEIPT OF FILING
- ☐ POST-ELECTION CAMPAIGN FINANCE COMPLIANCE
- ☐ CIRCULATING PETITIONS (you may photo copy extras if needed).

IF YOU HAVE ANY QUESTIONS, CALL THE DELTA TOWNSHIP CLERK'S OFFICE AT 323-8500.

JANICE VEDDER, CMC
DELTA TOWNSHIP CLERK

**INSTRUCTIONS
BOARD OF EDUCATION CANDIDATES
MAY 3, 2005 ANNUAL SCHOOL ELECTION**

- ✓ There is one (1) four-year seat on the ballot for 2005.
- ✓ **SEPARATE PETITIONS** must be used for each township and City of Grand Ledge.
- ✓ The circulator of the petition(s) must *sign in the appropriate place on the petition after the petition has been circulated.*
- ✓ A candidate must secure *at least forty (40) valid signatures*, but not more than one hundred (100) signatures.
- ✓ Persons signing petitions must be *registered voters who reside in the Grand Ledge Public School District.*
- ✓ Voter Registration deadline is *Monday, April 4, 2005.*
- ✓ In lieu of gathering signatures on petitions, a candidate may pay a \$100 non-refundable fee to the Delta Township Clerk by the petition-filing deadline.
- ✓ Persons may *only sign the petition of one (1) candidate* seeking the office of Board of Education trustee at the May 3, 2005, annual school election.
- ✓ Deadline to file petitions and Affidavit of Identity and Receipt of Filing is *4:00 p.m. on February 8, 2005* at the Delta Township Clerk's Office, 7710 W. Saginaw Highway, Lansing (517-323-8500).
- ✓ Deadline to candidates to file withdraw notice for May 3, 2005 election is *4:00 p.m. on February 11, 2005.*
- ✓ Campaign Finance Compliance Statement must be filed with the Eaton County Clerk at 1045 Independence Blvd., Charlotte, MI 48813. A candidate seeking office at a school district with a student population of 2,400 or more must file a Statement of Organization with the County Clerk. The date to be used for when your committee was formed is the filing date used on your Affidavit of Identity.

Michigan Campaign Finance Act, P.A. 388 of 1976, as amended, he or she has 10 calendar days to form a Candidate Committee. After the committee's formation date, the candidate has an additional 10 calendar days to register the committee. A candidate registers a Candidate Committee by filing a Statement of Organization form with his or her filing official (County Clerk). A person becomes a candidate under the Campaign Finance Act on the date he or she: files a nominating petition, a filing fee or an affidavit of candidacy; or receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual nomination or election to an elective office; or is nominated for an elective office by a political party caucus or convention.

PLEASE COMPLETE SECTIONS I, II, III AND IV BELOW (PRINT OR TYPE) - SEE REVERSE SIDE FOR IMPORTANT NOTIFICATIONS

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SCHOOL BOARD CANDIDATE AFFIDAVIT OF IDENTITY

All candidates seeking elective office in Michigan must submit an Affidavit of Identity (two copies) when filing. A candidate who fails to file Affidavits of Identity as required is ineligible to appear on the ballot (MCL 168.558 as amended under PA 163 of 2002).

A. CHANGE OF NAME

Michigan election law, MCL 168.558, stipulates that a candidate who is "not using a name, whether a given name, a surname, or otherwise, that is not a name that he or she was given at birth" must indicate his or her full former name on the Affidavit of Identity. The requirement to indicate a name change on the Affidavit of Identity does *not* apply if:

- The candidate's name was formally changed 10 or more years ago.
- The candidate's name was changed in a Certificate of Naturalization issued by a federal district court 10 or more years ago.
- The candidate's name was changed because of marriage.
- The candidate's name was changed through divorce to a "legal name by which the individual was previously known."

Michigan election law provides that a candidate required to indicate a name change on the Affidavit of Identity must be listed on the ballot "with his or her current name and former name as prescribed by the Secretary of State." (MCL 168.560b)

B. APPEARANCE OF NAME ON BALLOT

Michigan election law provides the following stipulations regarding the manner in which a candidate can have his or her name printed on the ballot:

- A candidate "may specify that both his or her given name and middle name, or only a middle name, shall appear on the ballot."
- A candidate "may specify that either an initial or a recognized diminutive for the candidate's given name or middle name, or for both, shall appear on the ballot."
- A candidate may *not* use a "nickname that is not a recognized diminutive of the candidate's given name or middle name" on the ballot.
- A married person may *not* use his or her spouse's given name, middle name or a diminutive of his or her spouse's given name or middle name on the ballot.

C. MAILING ADDRESS

A candidate who wishes to receive communications from his or her filing official at an address other than his or her residential address should enter a "mailing address" where indicated. (Note: A candidate may list a P.O. Box for his or her "mailing address"; a candidate may *not* list a P.O. Box for his or her residential address.)

D. CAMPAIGN FINANCE ACT COMPLIANCE STATEMENT

School board candidates are required to form a committee and meet the financial disclosure obligations provided under Michigan's Campaign Finance Act, PA 388 of 1976. (An exemption is provided for those individuals who seek a school board position in a district with a pupil count of 2,400 or less. The exemption does not apply if the candidate spends or receives over \$1,000.00 for the election.) For further information on the disclosure requirements or the exemption, contact your local county clerk.

If you are subject to the filing requirements of Michigan's Campaign Finance Act and do not check the "I AGREE" box, your filing for office will be rejected as invalid and you will be ineligible to appear on the ballot.

E. WITHDRAWAL OF FILING

Candidates who wish to withdraw a filing submitted for an elective office must submit a written withdrawal statement to their filing official no later than the third day after the applicable filing deadline.



MICHIGAN DEPARTMENT OF STATE
BUREAU OF ELECTIONS

ORIGINAL OR AMENDED
STATEMENT OF ORGANIZATION FORM FOR CANDIDATE COMMITTEES

<p>1. Committee ID #:</p> <p>2. Type of Filing: <input type="checkbox"/> Original <input type="checkbox"/> Amendment to Items: _____ Eff. Date: ____/____/____</p> <p>3. Full Name of Committee:</p> <p>4a. Candidate Full Name (Last, First, M.I.):</p> <p>4b. Political Party (if applicable):</p> <p>4c. County of Residence:</p> <p>4d. Office Sought (Check one): <table border="0"><tr><td><input type="checkbox"/> Governor</td><td><input type="checkbox"/> Lt. Governor</td><td><input type="checkbox"/> State Senator</td></tr><tr><td><input type="checkbox"/> State Rep.</td><td><input type="checkbox"/> Sec. of State</td><td><input type="checkbox"/> Attorney Gen.</td></tr><tr><td><input type="checkbox"/> State Bd. of Ed.</td><td><input type="checkbox"/> UofM Reg.</td><td><input type="checkbox"/> MSU Trustee</td></tr><tr><td><input type="checkbox"/> WSU Gov.</td><td><input type="checkbox"/> Supreme Court</td><td><input type="checkbox"/> Appeals Court</td></tr><tr><td><input type="checkbox"/> Circuit Court</td><td><input type="checkbox"/> District Court</td><td><input type="checkbox"/> Probate Court</td></tr><tr><td><input type="checkbox"/> Municipal Court</td><td></td><td></td></tr><tr><td colspan="3"><input type="checkbox"/> Local or other please specify:</td></tr></table></p> <p>4e. District/Circuit # or Jurisdiction:</p> <p>5. Date Committee was Formed: ____/____/____</p> <p>6a. Committee Phone #: () _____ - _____</p> <p>6b. Committee Fax #: () _____ - _____</p> <p>6c. Committee E-mail Address:</p> <p>7a. Complete Comm. Mailing Address (May be PO Box):</p> <p>7b. Complete Comm. Street Address (May not be PO Box):</p> <p>8. Treasurer Name and Complete Address:</p> <p>Phone #: () _____ - _____ E-mail Address:</p> <p>9. Designated Record Keeper Name and Complete Address:</p> <p>Phone #: () _____ - _____ E-mail Address:</p> <p>10. <input type="checkbox"/> REPORTING WAIVER REQUEST: If the committee does not expect to receive or expend in excess of \$1,000 in an election and checks this box; the filing requirement of pre, post and annual campaign statements is waived. The Reporting Waiver will be automatically lost if the committee exceeds the \$1,000 threshold.</p>	<input type="checkbox"/> Governor	<input type="checkbox"/> Lt. Governor	<input type="checkbox"/> State Senator	<input type="checkbox"/> State Rep.	<input type="checkbox"/> Sec. of State	<input type="checkbox"/> Attorney Gen.	<input type="checkbox"/> State Bd. of Ed.	<input type="checkbox"/> UofM Reg.	<input type="checkbox"/> MSU Trustee	<input type="checkbox"/> WSU Gov.	<input type="checkbox"/> Supreme Court	<input type="checkbox"/> Appeals Court	<input type="checkbox"/> Circuit Court	<input type="checkbox"/> District Court	<input type="checkbox"/> Probate Court	<input type="checkbox"/> Municipal Court			<input type="checkbox"/> Local or other please specify:			<p>11. Name and Address of Depositories or Intended Depositories of committee funds. (Michigan Bank, Credit Union or Savings & Loan Association) a. Official Depository</p> <p>b. Secondary Depository</p> <p>12. <input type="checkbox"/> This item applies only to Gubernatorial Candidate Committees: Check if this committee intends to seek qualifying contributions or make qualifying expenditures.</p> <p>13. ELECTRONIC FILING: This item applies to committees that file with the Michigan Department of State Bureau of Elections only and does not apply to candidates that file with the County Clerk's office.</p> <p>The Campaign Finance Act requires any committee that files with the Secretary of State and spends or receives \$20,000 in the preceding calendar year OR expects to receive or spend \$20,000 in the current calendar year to file campaign statements electronically. Merts Plus software is provided to you free of charge to assist you in meeting this requirement.</p> <p><input type="checkbox"/> Committee spent or received or expects to spend or receive in excess of \$20,000 and is required to file electronically. ** OR ** <input type="checkbox"/> Committee did not spend or receive or does not expect to spend or receive in excess of \$20,000 and would like to file electronically voluntarily.</p> <p>14. Verification: I/We certify that all reasonable diligence was used in the preparation of the above statement and that the contents are true, accurate and complete to the best of my/our knowledge or belief. If filing electronically, we further agree that the signatures below shall serve as the signatures that verify the accuracy and completeness of each statement filed electronically by the committee. I/We certify that all reasonable diligence will be used in the preparation of each statement electronically filed by this committee and that the contents of each statement will be true, accurate and complete to the best of my/our knowledge or belief. (Sign Name and Date)</p> <p>Candidate: ____/____/____</p> <p>Current Treasurer: ____/____/____</p> <p>Designated Record Keeper (Required only if filing electronically): ____/____/____</p>
<input type="checkbox"/> Governor	<input type="checkbox"/> Lt. Governor	<input type="checkbox"/> State Senator																				
<input type="checkbox"/> State Rep.	<input type="checkbox"/> Sec. of State	<input type="checkbox"/> Attorney Gen.																				
<input type="checkbox"/> State Bd. of Ed.	<input type="checkbox"/> UofM Reg.	<input type="checkbox"/> MSU Trustee																				
<input type="checkbox"/> WSU Gov.	<input type="checkbox"/> Supreme Court	<input type="checkbox"/> Appeals Court																				
<input type="checkbox"/> Circuit Court	<input type="checkbox"/> District Court	<input type="checkbox"/> Probate Court																				
<input type="checkbox"/> Municipal Court																						
<input type="checkbox"/> Local or other please specify:																						

INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ORGANIZATION FOR CANDIDATE COMMITTEES

As soon as an individual becomes a "candidate" under Michigan's Campaign Finance Act, P.A. 388 of 1976, as amended, he or she has 10 calendar days to form a Candidate Committee. After the committee's formation date, the candidate has an additional 10 calendar days to register the committee. A candidate registers a Candidate Committee by filing a Statement of Organization form with his or her filing official. A person becomes a candidate under the Campaign Finance Act on the date he or she:

- files a nominating petition, a filing fee or an affidavit of candidacy; or
- receives a contribution or makes an expenditure, or gives consent to someone else to receive a contribution or make an expenditure with a view to bringing about the individual's nomination or election to an elective office; or
- is nominated for an elective office by a political party caucus or convention.

EXCEPTION:

- (1) A candidate who seeks a precinct delegate position is not required to file a Statement of Organization.
- (2) A candidate who seeks a school board position in a school district with a pupil membership count of 2,400 or less AND receives or spends \$1,000.00 or less for the election is not required to file a Statement of Organization.

WHERE TO FILE THIS FORM

A candidate for a county, city, township, village, school or other local elective office is required to file two copies of this form with the clerk of the county in which he or she resides. **EXCEPTION:** A candidate for a school board seat that will be voted on in more than one county files two copies of this form with the clerk of the county in which the greatest number of voters eligible to vote on the office reside.

A candidate for a state elective office or judicial office is required to file two copies of this form with the Michigan Department of State, Bureau of Elections, Post Office Box 20126, Lansing, Michigan 48901. Office location: Treasury Building, 1st Floor, 430 West Allegan Street, Lansing, Michigan 48918. Phone: 517/373-2540. The following are state elective offices: Governor, Lieutenant Governor, Secretary of State, Attorney General, Supreme Court Justice, State Senator, State Representative, State Board of Education Member, University of Michigan Regent, Michigan State University Trustee and Wayne State University Governor. Candidates for all judicial offices also file the Statement of Organization with the Bureau of Elections.

INSTRUCTIONS

Type or clearly print in ink all information requested on the Statement of Organization form. Each entry on the form is discussed below.

- ITEM 1:** On the original Statement of Organization, leave this item blank. An identification number will be assigned to the committee by the filing official. If an identification number has been assigned to the committee, enter it in Item 1.
- ITEM 2:** Indicate whether this is an original Statement of Organization or an amendment to a Statement of Organization already on file. If it is an amendment, list the number of the item(s) affected and the date the change took place. On an amendment, complete this item, the item(s) affected and Item 1, Item 3 and Item 14. **NOTE:** The information contained on the Statement of Organization must be kept up-to-date. If a change in the information takes place, an amended Statement of Organization must be filed no later than the due date of the first Campaign Statement required of the committee after the change. The candidate and the treasurer serving at the time of the change must sign an amendment.
- ITEM 3:** Enter the committee's official name. The committee name must include the candidate's first and last name.
- ITEM 4a:** Enter the Candidate's full name: last name, first name and middle initial, if any.
- ITEM 4b:** If the office sought by the candidate is a partisan office, enter the candidate's party affiliation.
- ITEM 4c:** Enter the candidate's county of residence.
- ITEM 4d:** Check the appropriate box to indicate the office sought by the candidate.
- ITEM 4e:** Enter the district number or jurisdiction (name of county, city, township, village or school district) served by the office.
- ITEM 5:** Enter the date the committee was formed. This form must be received by your filing official within 10 calendar days after the committee's formation date. A late filing fee of \$10.00 per business day is assessed if this form is filed late.
- ITEM 6a:** Enter the committee's telephone number.
- ITEM 6b:** Enter the committee's fax number.
- ITEM 6c:** Enter the committee's e-mail address.
- ITEM 7a:** Enter the committee's mailing address if different from the committee's street address. A post office box is acceptable. All mail from the filing official will be directed to the committee's mailing address.
- ITEM 7b:** Enter the committee's street address. A post office box is not acceptable. (List the candidate's or treasurer's home address if no other address is available.)
- ITEM 8:** Enter the full name (last name, first name, middle initial, if any), mailing address, telephone number and e-mail address of the committee's treasurer. The candidate may serve as the committee's treasurer. A committee treasurer must be listed in this item.
- ITEM 9:** Enter the full name (last name, first name, middle initial, if any) telephone number and e-mail address of the designated record keeper, if the committee has one. This is the person, other than the treasurer, who will be responsible for the committee's records and Campaign Statement filings. If the committee's treasurer will personally handle these responsibilities, leave this item blank. A person designated in this item may sign Campaign Statements in place of the treasurer, but does not have the authority to sign a Statement of Organization form in place of the treasurer.
- ITEM 10:** **\$1,000.00 REPORTING WAIVER.** Check the box in Item 10 if the committee does not expect to receive or spend more than \$1,000.00 for any single election.

Election means primary, general, special or millage election, or a convention or caucus of a political party held in this state to nominate a candidate. Election also includes a recall vote. If Item 10 is checked and the committee does not spend or receive more than \$1,000.00 for the election, the committee is granted a Reporting Waiver. A committee that never loses its Reporting Waiver by spending or receiving more than \$1,000.00 for an election is not required to file Campaign Statements.

- ITEM 11a:** Enter the name and address of the Michigan bank, savings and loan association or credit union that the committee now uses, intends to use or would use as its "official depository". While this item must be completed, an account does not have to be opened until the first contribution is received.
- ITEM 11b:** List the name and addresses of any "secondary depositories" the committee uses or intends to use. A secondary depository may be used only for the deposit of contributions; it may not be used for committee expenditures. (Refer to manual for Bingo exception.)
- ITEM 12:** Applies to gubernatorial candidates only.
- ITEM 13:** Read this section carefully and check the appropriate box. Committees filing with the county clerk's office, skip to Item 14.
- ITEM 14:** Enter names where indicated. This form must be signed and dated by both the candidate and the committee's treasurer. If the candidate is serving as the committee's treasurer, the candidate signs once on the line for the candidate's signature.

POST-ELECTION CAMPAIGN FINANCE COMPLIANCE STATEMENT

- This form must be filed by any candidate subject to Michigan's Campaign Finance Act who is elected to a state, county, city, township, village or school office. The form must be filed *before* the candidate assumes office. Exceptions: an elected candidate whose Candidate Committee did not receive or expend more than \$1,000.00 during the election cycle is *not* required to submit this form. In addition, this form does not have to be filed by an individual elected to a U.S. Senate, U.S. House or precinct delegate position.
- An elected candidate who is required to file a Post-Election Campaign Finance Compliance Statement must submit this form to the filing official designated to receive the elected candidate's campaign finance disclosure filings.
- An elected candidate subject to the Post-Election Campaign Finance Compliance Statement filing requirement who fails to submit this form prior to assuming office is guilty of a misdemeanor.

I swear (or affirm) that on this date, all statements, reports, error or omission notice responses, late filing fees and fines required of me or any Candidate Committee organized to support my election to office and registered under Michigan's Campaign Finance Act, PA 388 of 1976, have been filed or paid. I further acknowledge that making a false statement in this affidavit is perjury, punishable by a fine of up to \$1,000.00 or imprisonment for up to 5 years, or both.

Signature of Candidate: _____

Printed Name of Candidate: _____

Residential Address: _____

Phone (_____) _____

Office You Will Assume: _____

Subscribed and sworn to before me this

Name of Notary: _____

_____ day of _____, _____

County: _____

Comm. Expires: _____

(Signature of Notary Public)

(Type, Print or Stamp)